

**BCN Clinical & Compensation Procedures**

**For**

**Contract Type 3**

**Cervical Diagnostic Evaluation Services**

**With**

**The SC Department of Health and Environmental Control**

**Effective June 30, 2005**

## **Cervical Diagnostic Evaluation Services**

- I. SCOPE OF SERVICES: Contractor shall provide cervical follow-up services to pre-authorized patients who meet BCN criteria as follows:**
- A. Patient Eligibility:** The Contractor shall provide cervical follow-up services for women with abnormal Pap results who are referred by BCN providers under contract with DHEC. (See DHEC BCN Provider List.) These women must be between the **ages of 47-64**, have no insurance (including Medicaid and Medicare) or can provide documentation that their insurance only covers in-patient hospitalization.
- B. Services:** The Contractor will provide cervical follow-up services based on the Fee for Service Schedule.
1. **Diagnostic Evaluation:** Provide pelvic examination, colposcopy or colposcopy-directed biopsy and/or endocervical curettage, and repeat Pap smear as necessary for patients with precancerous cervical lesions identified on cytology reports as indicated in the appropriate protocol contained in the BCN Clinical Protocols Manual.
  1. **Health Education and Counseling:** Assure through patient education that women receiving BCN services are aware and understand the importance of following cervical cancer screening guidelines.
  2. **Referral and Follow up of all Abnormal Findings:**
    - a. Disclose to patient that BCN may not cover the cost of all charges associated with follow-up care, following instructions as stated in paragraph 4. under section B. of III. Compensation – Method of Payment.
    - b. Ensure that each patient with abnormal findings receives appropriate diagnostic workup and treatment, if indicated, either on-site provided by staff as stated in **Section C** of these Clinical & Compensation Procedures or through referral.
      - (1) Provide or refer for treatment, patients with cervical pathology reports of CIN2 and CIN3, AGUS, or invasive cancer.
      - (2) Provide documentation in the clinical record of a minimum of two attempts to reschedule missed appointments for follow up of abnormal findings.
- C. Staff:**
1. Have a medical supervisor/director to ensure that staff providing contracted services are competent and proficient in gynecological follow-up services and related patient education and counseling; and, to ensure that professional credentials are current.
  2. Follow-up services for patients with positive, pre-malignant cervical epithelial cell abnormalities will be provided by physicians who are enrolled or who have completed a residency program in their specialty, or physicians or certified nurse practitioners who have obtained these skills through specialized training courses. Training includes colposcopy/colposcopy-directed biopsy, endocervical curettage, cryosurgery or other cervical treatment modalities.
  3. Contractor agrees to release Staff to whom responsibility for contract compliance and accountability is assigned to attend a 1.5 hour BCN orientation and education program and any on-going educational training for updates to clinical protocols. These programs and trainings will be conducted by Service Coordination Staff assigned by BCN (hereinafter referred to as SCS).
  4. Assure that staff who are to perform BCN examinations participate in professional

continuing education and training to update skills in cervical cancer screening and prevention practices as offered by BCN.

5. Assist uninsured patients screened through the BCN in completing an application for Medicaid coverage of treatment for the cervical conditions of CIN II and III and invasive cervical diagnosed by cervical biopsy.
6. Contractor must complete, in its entirety, the Provider Information Sheet provided by DHEC prior to the beginning of each fiscal year. This will ensure DHEC has up-to-date information of where to mail payments and lists of all physicians, nurse practitioners and physician's assistants at your facilities who perform BCN services. This information will be used to verify the referring physician name shown on a radiology or pathology bill is associated with your facility.

**D. Facility:**

1. Have a clinic operation which ensures the availability and accessibility of cervical follow-up services.
2. Maintain a clinical record on each patient which contains documentation of cervical cancer, patient and family history, physical examination and clinical findings, patient education and counseling, treatment if provided, referrals and follow-up information if any, laboratory reports as appropriate and appointment/reappointments.
3. Participate in clinical record audits and/or comprehensive program reviews to meet quality assurance requirements of DHEC.
4. Contractor is to only utilize laboratories currently under contract with BCN. See the list of Laboratories Receiving Specimens from BCN Contractors.
5. Provide the reports specified as follows which are necessary for DHEC to compile cancer surveillance data and reports to the Centers for Disease Control and Prevention (CDC).  
**Obtaining follow-up information for diagnosis or treatment from non-BCN providers is the responsibility of the Contractor.**
  - a. Shall submit to DHEC for each patient served a BCN reporting/billing form with a copy of cytology/pathology reports attached within 45 days of the date of service.
  - b. Shall submit to DHEC BCN reporting/billing forms, **pathology and operative reports** for services received through non BCN follow-up providers as soon as follow-up information is received.
6. Send a report back to referring physician within **30** working days of follow-up visit(s).
7. Will review periodic service verification reports to be generated by DHEC. These reports will be provided to the Contractor by SCS if DHEC/BCN has received radiology or pathology bills with a provider name identified as being associated with your facility and for which we have no corresponding clinical service information. This will involve verification of related patient services and providing necessary clinical data, referring provider facility information, service dates, and/or accompanying reports as appropriate as per instructions included in the service verification report referred to in item 7 under G below.
8. The Contractor will return service verification reports, with appropriate information, to DHEC by the date indicated on said reports.
9. Complete the Match Documentation Report provided by DHEC, a sample copy of which is included in these guidelines. This will include annual documentation of in-kind

services, donated hours toward BCN services, and other required information that must be returned to DHEC by the date indicated on said report.

**E. SERVICE COORDINATION STAFF (SCS) shall:**

1. Provide on-going BCN orientation, training and consultation.
2. Reinforce BCN policies and procedures.
3. Provide updated DHEC BCN Provider Lists.

**F. DHEC BCN shall:**

1. Provide updates for the BCN Clinical Protocols Manual no less frequently than annually.
2. Provide BCN contract monitoring and feedback.
3. Provide quarterly BCN expenditure reports to Contractor
4. Conduct on-site clinical record audits and/or comprehensive program reviews as determined on a sampling basis by BCN staff.
5. Process and enter data from BCN reporting/billing forms.
6. Provide case management services utilizing local Home Health Services medical social work staff.
7. Provide educational materials and resources for breast and cervical cancer patient education.
8. Generate periodic service verification reports. These reports will reflect outstanding clinical data on radiology and/or pathology services that have already been reimbursed. (eg: Cytology/pathology bills have been reimbursed by DHEC, but the BCN reporting/billing form providing the biopsy or Pap smear date, results and corresponding follow-up has not been received at DHEC.)

The purpose of these reports is three-fold:

- i. Ensure financial accountability of federal funds.
- ii. Ensure accurate and complete provision of services reported to Centers for Disease Control and Prevention (CDC).
- iii. Facilitate financial monitoring for Contractors and DHEC.
  - a. Assure appropriate reimbursement for contracted services.
  - b. Assure timely submission of forms to DHEC to reflect payments made.
9. On an annual basis, provide a format to facilitate the documentation and reporting of in-kind services related to BCN services provided by clinical (physicians, physician's assistants, nurse practitioners, nurses) and office personnel. The purpose of this is two-fold:
  - i. To provide an accurate report of donated physicians' hours and in-kind services to CDC.
  - ii. To ensure reasonable projections are made for in-kind and match dollars when annual renewals are submitted to CDC.

**II. TIME OF PERFORMANCE:** Reference the DHEC BCN Contract for Type 3, Cervical Diagnostic Evaluation Services.

### III. COMPENSATION - METHOD OF PAYMENT:

- A. Payment for services will be rendered according to the breakdown of services and unit charges as described on the Fee for Service Schedule in accordance with Centers for Disease Control & Prevention (CDC) guidelines and Medicare's South Carolina Part B Par Fee schedule. The Fee for Service Schedule that changes at the beginning of each fiscal year will be updated to reflect the new South Carolina Medicare Part B Par Fee Schedule for the current calendar year. A copy of these updated changes will be provided to the Contractor by DHEC prior to June 30th of each fiscal year.
1. The Contractor must have a fully executed contract in place with DHEC.
  2. Payment for laboratory services will be made directly by BCN only to laboratories named on the list of Laboratories Receiving Specimens from BCN Contractors only for Allowable Laboratory Services covered under BCN. Payment for services rendered by laboratories not under contract with BCN or for services not listed on Allowable Laboratory Services will be the responsibility of the Contractor unless the patient has agreed to pay for these services and has documentation of the same.
  3. **The Contractor may not provide non-covered services to the patient or refer her for non-covered services without full explanation and disclosure to the patient that said services will not be paid for by BCN, and must have the patient sign a Cost Explanation Form. The patient must be informed of her financial responsibility to pay for services not covered by BCN before these services are provided. The original, signed Cost Explanation Form must be kept in the patient's medical file and a copy given to the patient. Failure to make this disclosure or inability of Contractor to provide BCN with a copy of the signed disclosure form will result in the Contractor being liable for payment of non-covered services.**
- B. The Contractor shall submit completed BCN billing/reporting forms within **45 days** of the date of service. If available, the prior authorization code issued to the referring provider by DHEC BCN should be provided on the top, right-hand corner of all billing/reporting forms submitted
- C. DHEC will issue reimbursement within 60 days of receipt of complete and accurate BCN billing/reporting forms.
1. A reimbursement face sheet showing services provided and payment due to the Contractor will be generated by DHEC-BCN from the billing/reporting forms received.
  2. A request for payment will be submitted to DHEC Finance for payment to the Contractor.
  3. The reimbursement face sheet will be submitted to the Contractor with payment from DHEC.
- D. The Contractor agrees to accept payment of allowable charges as payment in full based on BCN covered services included on the Fee for Service Schedule and *will not bill the patient for the balance.*
- E. All requests for payment of services provided between June 30 through June 29 of the Contract period must be received by DHEC BCN by August 15 following that year. **Payment requests received after August 15 of each year will be returned unpaid. Patients cannot be billed for any unpaid requests received by DHEC BCN after August 15 of each contract year.**

**FEE FOR SERVICE SCHEDULE**

2.1

<b>CONTRACTUAL SERVICES 06/30/2005 through 06/29/2006</b>	<b>CPT CODES</b>	<b>ALLOWABLE CHARGES*</b>
<b>C E R V I C A L   F O L L O W - U P</b>		
●If Accepting Referrals from BCCCP Providers for Follow up of Abnormal Findings		
- Initial Visit	99203	90.58
- Follow-Up Visit(s)	99213	49.32
●Follow-Up Visits for Abnormal Findings (Established BCN Patients)	99213	49.32
●Colposcopy without Biopsy (surgical procedure only)	57452	102.95
●Colposcopy with Biopsy(s) of the Cervix & Endocervical Curettage (surgical procedure only)	57454	148.29
●Colposcopy with Biopsy(s) of the Cervix	57455	137.53
●Colposcopy with Endocervical Curettage	57456	129.55

\*2005 Medicare Allowable Rate - Par Fee Schedule Uniform Throughout S.C. Effective 06/30/05 through 06/29/06.

## PROVIDER INFORMATION SHEET

(Complete & fax to (803)545-4996.)

Contract Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Payment Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provider Sites (Please list the names & addresses of all facilities providing services under these Clinical & Compensation Procedures.)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Contract Signer & Title \_\_\_\_\_  
Contract Signer's Phone & Fax \_\_\_\_\_  
Contract Signer's E-Mail \_\_\_\_\_  
BCN Contact Person \_\_\_\_\_

(This should be the individual at your site who has overall responsibility for BCN services and is the person normally contacted by DHEC or BCN's Regional Service Coordinator.)

BCN Contact Phone & Fax \_\_\_\_\_  
BCN Contact E-Mail Address \_\_\_\_\_  
BCN Clinical Contact \_\_\_\_\_

(This should be an individual at your site who has a clinical background & knowledge of BCN protocols and Clinical & Compensation Procedures contained in your contract.)

BCN Clinical Contact Phone # \_\_\_\_\_  
Contact for Patient Billing \_\_\_\_\_  
Patient Billing Phone & Fax: \_\_\_\_\_  
Hours & Days of Operation \_\_\_\_\_  
Tax ID # \_\_\_\_\_

Names of all Physicians, Physician's Assistants or Nurse Practitioners Performing BCN Examinations and/or surgery (Please include any visiting physicians from other practices & use back of form if necessary.):

<u>First &amp; Last Name</u>	<u>First &amp; Last Name</u>	<u>First &amp; Last Name</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## **LABORATORIES RECEIVING SPECIMENS STATE-WIDE FROM BCN CONTRACTORS**

Laboratory Corporation of America Holdings, PO Box 2230, Burlington, North Carolina 27216-2230

Pathology Service Associates, LLC, PO Box 100559, Florence, SC 29501-0559

- Associated Pathologists, LLC, Georgetown SC
- Beaufort Pathology, Beaufort, SC
- Charleston Pathology Associates, Charleston, SC
- Coastal Pathology, Charleston, SC
- Cyto-Lab, Inc., Georgetown, SC
- Diagnostic Pathology Partnership, Myrtle Beach, SC
- Newberry Pathology Associates, Newberry, SC
- Pathology Associates of Lexington, West Columbia, SC
- Pathology One, Hilton Head Island, SC
- Pee Dee Pathology Associates, PA, Florence, SC
- Piedmont Pathology Associates., LLP, Anderson, SC
- Professional Pathology Services, PC, Columbia, SC
- Professional Pathology Associates, Aiken, SC
- Southeastern Clinical Labs, PA, Seneca, SC
- Spartanburg Pathology Consultants, Spartanburg, SC
- Sumter Pathology, Sumter, SC

## **LABORATORIES RECEIVING SPECIMENS FROM LOCAL BCN CONTRACTORS**

Anderson Area Medical Center, 800 North Fant St., Anderson, SC 29621

Carolina Pathology Associates, PO Box 3368, Greenwood, SC 29648

Clinical Pathology Consultants, PO Box 1599, Conway, SC 29528

Colleton Regional Hospital, 501 Robertson Boulevard, PO Box 5001, Walterboro, SC, 29488

Greenville Hospital Systems, 701 Grove Road, Greenville, SC 29605

Pathology Associates of Greenville, 8 Memorial Medical Ct., Greenville, SC 29605

Kershaw County Medical Center, 1315 Roberts St., Camden, SC 29020

Marlboro-Chesterfield Pathology, PC, PO Box 100, 206 Ball Park Rd., Bennettsville, SC 29512

Medical University of South Carolina Medical Center, 171 Ashley Avenue, Charleston, SC 29425

Mullins Pathology & Cytology Laboratory, 1402 Walton Way, Augusta, GA 30901

Palmetto Pathology, PA, PO Box 60070, 8085 Rivers Ave., Charleston, SC 29419-0070

Piedmont Medical Center, 222 S. Herlong Ave., Rock Hill, SC 29732

York Pathology, PO Box 4016, Rock Hill, SC 29732

Spartanburg Regional Medical Center, 101 E. Wood St., Spartanburg, SC 29303

Spartanburg Pathology Associates, 101 E. Wood St., Spartanburg, SC 29303

Spectrum Laboratory Network, 4380 Federal Dr., Suite 100, Greensboro, NC 27410

Tuomey Healthcare System, 192 N. Washington St., Sumter, SC 29150

Upstate Carolina Medical Center, 1530 North Limestone St., Gaffney, SC 29340



## ALLOWABLE LABORATORY SERVICES

<b>SERVICE DESCRIPTIONS</b> <b>06/30/2005 through 06/29/06</b>	<b>CPT</b> <b>CODES</b>
! Papillomavirus, human, amplified probe technique	87621
! Pap smear requiring interpretation by a physician	88141
! Pap smear, thin layer preparation	88142 & 88175
! Pap smear	88150 88152 88164
! Cervical biopsy	88305
! Endocervical curettage	88305

**DHEC BCN will only pay for the CPT codes 88141 & 87621 as follows:**

\*High Risk HPV DNA Testing is to be used only for management of ASC-US Pap tests, or in special circumstances for LGSIL or more serious results, if HPV status is unknown thereby limiting diagnostic and/or treatment options.

\*\*Physician interpretation is not to be ordered on Pap smears with negative results. Physician interpretation may only be provided on abnormal Pap smear results including AS-CUS or above.

## SAMPLE MATCH DOCUMENTATION REPORT

*Please return this survey by: Date*

The following questions refer to what your ***usual and customary charge*** (not a sliding fee scale amount nor the reimbursement amount) would be for the following specified procedures and patient encounters, ***if you were not seeing a BCN patient***. Please provide the ***usual and customary charges that have been effective since January 1, 2005***.

### CERVICAL FOLLOW-UP OFFICE VISITS:

1. Usual charge for an office visit to follow-up on abnormal Pap smear (performing colposcopies without biopsy, colposcopies with biopsies, or endocervical curettage)? \$\_\_\_\_\_.

### CERVICAL DIAGNOSTIC PROCEDURES:

2. Usual charge for a colposcopy without biopsy procedure (CPT code: 57452)? \$\_\_\_\_\_.
3. Usual charge for a colposcopy with biopsy or endocervical curettage (ECC) procedure (CPT code: 57454)? \$\_\_\_\_\_.
4. Usual charge for a biopsy, single or multiple, or local excision of lesion, with or without fulguration procedure (CPT Code: 57500) \$\_\_\_\_\_.
5. Usual charge for an endocervical curettage (not done as part of a dilation and curettage) procedure (CPT code: 57505)? \$\_\_\_\_\_.
6. Usual charge when a repeat Pap smear is done along with:
- a. colposcopy without biopsy \$\_\_\_\_\_.
- b. colposcopy with biopsy or ECC \$\_\_\_\_\_.
- c. ECC \$\_\_\_\_\_.

Please list any other charges associated with the above procedures or patient encounters below that have not been addressed along with your usual charge.

***Thank you for taking the time to complete and send in the information by Date.***

***No individual practice will be identified in the annual report to CDC. The collective contributions and donated services of BCN contracted healthcare providers will benefit the program.***

**BEST CHANCE NETWORK (BCN)  
CERVICAL FOLLOW-UP SERVICES  
COST EXPLANATION FORM  
(WHAT BCN CAN AND CANNOT PAY)**

**I agree that I have been told and understand that BCN will pay for the procedures on the following list:**

**CHARGES PAID BY BCN:**

- Office Visit(s) for Cervical Follow-up<sup>1</sup>
- Follow-up Pap Test and Pelvic Exam
- Colposcopy (with or without cervical biopsy – tissue removal)
- Endocervical Curettage (tissue removal)
- Lab Charges for Pap and HPV Tests and Testing of Cervical Biopsy Tissue
- Counseling Visit(s) for Abnormal Results, Treatment Options and Medicaid Application

<sup>1</sup>BCN will only pay for up to three (3) follow-up office visits for repeat Pap tests with **negative/benign** results within 18-months after a colposcopy, colposcopy with cervical biopsy or endocervical curettage (ECC). If any follow-up Pap test is abnormal, the cycle of 3 normal/benign test results begins again.

**CHARGES NOT PAID BY BCN:**

- Conization Procedure with Biopsy
- Excision and Biopsy of Cervical Polyp
- LEEP/LETZ Procedure with Biopsy
- Endometrial Biopsy (tissue removal from uterus)
- Laser Treatment
- Cryosurgery
- Hysterectomy
- All Other Charges Not Listed As Paid

**I understand that it will be my responsibility to meet with the billing office/financial counselor at the hospital to arrange a payment plan for the charges that BCN cannot pay.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness



Date 04/2005

Place Original in Patient Chart and 1 Copy to Patient